

Revised Travel Policy Proposal

Purpose The policy proposal is based on joint recommendations of CSD energy staff and local service providers serving on the Contract Subcommittee. The policy proposal is intended to update the current travel reimbursement policy with regard to Multi-Unit dwellings only. There is no change to the Single Family dwelling reimbursement.

Implementation Based on preliminary research conducted thus far by CSD staff, including an assessment of impact to the LIHEAP Contract and reporting, ServTraQ, etc, CSD has determined that the policy change could be implemented at the earliest with the 2009 LIHEAP Contract.

Implementation of this policy proposal will require Energy Council endorsement and support from the majority of the local service provider network.

Effective date TBD

Definitions **Multi-Unit dwelling**
Two or more separate residential units in within one or more buildings, located on the same lot or track or adjacent lots or tracts of land. Examples include: duplexes, triplexes, fourplexes, multi-unit apartments, and condos

Single Family Dwelling (SFD) Travel Surcharge
Reimbursement equivalent to one (1) labor hour plus \$18.00 for each completed, weatherized unit.

Multi-Unit Dwelling (MUD) Travel Surcharge
Reimbursement equivalent to \$4.10 for each completed weatherized residential unit within a multi-unit building.

Current Policy (Multi-Unit) The current reimbursement policy for Multi-Unit dwellings is:

- One MUD travel surcharge for each completed weatherized residential unit within a multi-unit complex with 5 or more units. Under the existing, policy, multi-unit building with 4 or less (i.e., duplexes, triplexes, fourplexes) residential units are eligible to received the SFD reimbursement.
- There is no limit as to how many can be charged in a single day

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Revised Travel Policy Proposal, Continued

New Policy (Multi-Unit)

The new policy reimbursement for Multi-Unit dwellings is:

- One SFD Travel Surcharge may be claimed for the travel to a multi-unit building or complex where at least one (1) residential unit where the delivery of weatherization services are completed.
 - One MUD Travel Surcharge may be claimed for any additional residential units (2 or more) completed in the same complex, on the same day, and where the delivery of weatherization to the eligible units is provided and completed by the same weatherization crew.
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*NOTE

A minimum of one (1) unit must be completed in each multi-unit complex in order to qualify for a SFD travel surcharge.

A completed MUD **cannot** be used more than once to qualify for either a SFD or MUD travel surcharge.

Record Keeping Responsibilities

Agency must develop and maintain a system that effectively tracks and accounts for the physical location and dates/times for the delivery and completion of weatherization services to multi-unit buildings, by individual weatherization crews.

Agencies must maintain this information in a manner to clearly substantiate reported claims for MUD travel surcharges by each monthly reporting period.

Reporting

CSD would require agencies to submit a supplemental report (along with the EARS submitted expenditure reporting), summarizing the physical address of completed MUD units for the monthly reporting period to substantiate the claims for reporting MUD travel reimbursement.

1. CSD would develop a standardized reporting form to ensure consistent and uniformed reporting.
 2. Supplemental reports would be submitted directly to the CLASS Help Desk via email.
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